



**USDA'S NATURAL RESOURCES
CONSERVATION SERVICE:
A WELCOMING WORKPLACE**

*At USDA, it does not matter who you are or whom you love; it's what you make of yourself.
USDA is place where you can grow your own destiny.*





//WHO WE ARE



The Natural Resources Conservation Service (NRCS) is an agency under the Department of Agriculture that targets natural resource conservation on private land with agricultural producers across the United States (US) and territories.

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If you are interested in agronomy, range science, soils, engineering, water quality, or wildlife biology NRCS has great employment opportunities for you! NRCS and USDA also employ a wide range of administrative staff in financial management, human resources, public affairs, purchasing and contracting. Join more than 10,500 NRCS employees in field offices in every county across the nation as we work to protect our natural resources to create productive lands and a healthy environment.

USDA and NRCS Civil Rights and Anti-Harassment Policies specifically prohibit discrimination based on sexual orientation and sex including gender identity and expression.

NRCS recognizes the value of a diverse workplace. Our Special Emphasis Programs focus on recruitment, retention and employee engagement of the following groups:

- American Indian/ Alaska Native
- Asian American & Pacific Islander
- Hispanic
- Women
- Veterans
- People with disabilities
- African American
- Lesbian, Gay, Bisexual & Transgender

Interested in learning more about NRCS?
Check out possible careers at:

<http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/careers>

Interested in Working for NRCS?
Apply for jobs at:

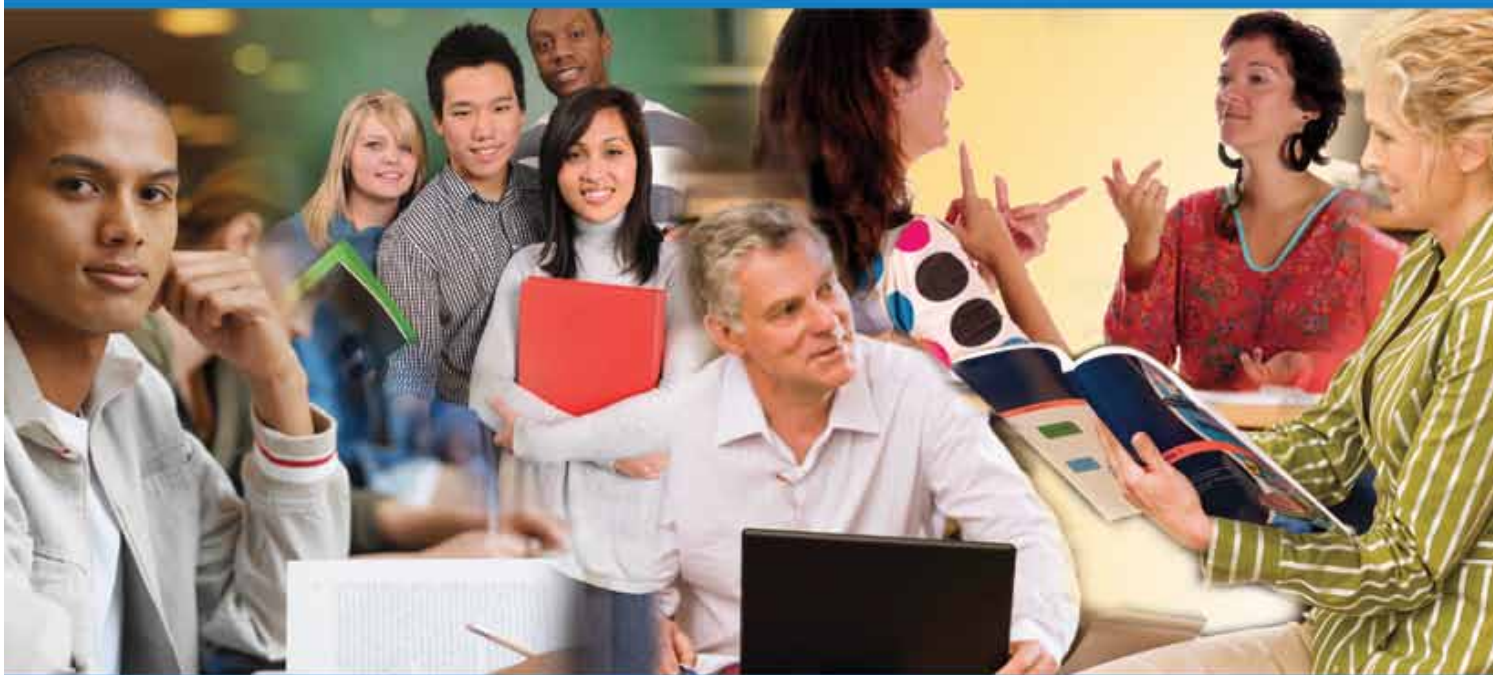
<https://www.usajobs.gov/>



U.S. Office of Personnel Management

Federal Careers

FEDERAL CAREERS | USAJOBS



USAJOBS® is the Federal Government's official one-stop source for **Federal jobs** and **employment information**.

Search for jobs by keyword, locations, job category, or agency.

Set up an account on USAJOBS to:

- **Complete** and **submit applications directly** to the agency online
- **Check** application **status**
- **Receive** customized **job alerts**



For hearing impaired applicants, the TDD line is 978.461.8404.

Check us out! www.usajobs.gov

a New Day for Federal Service



August 2011



The Federal Government wants to hire you! Many Federal agencies are looking to hire right now! Here's how you can learn more:

USAJOBS is the official job site for the Federal Government. You can search USAJOBS to find thousands of available Federal jobs, and use our search tools to narrow your results down to find your perfect job. Focus your search on jobs that best match your interests and for which you are likely to be qualified.

Conducting your job search

- Go to <http://www.USAJOBS.gov>.
- Enter a keyword or job category, and location.
- Click the "Search Jobs" button to see your results.
- Use the "Refine Your Results" categories located on the left side of the search results page to refine your search even further.
- Click on the position title to see the full job announcement.

Create a USAJOBS Account

Ensure you have an active email address. Your email address corresponds to a single person and can only be used once.

- Go to <http://www.USAJOBS.gov>.
- Select "Create an Account" located in the upper-right hand corner.
- Complete the biographical data page
- Create a Username and Password. You can create a unique username or use your email address. Select three questions and answers to help reset your USAJOBS account if you forget your password or get locked out.
- Select "I Agree. Create My Account" after completing all sections of the form.

Upload/Create a USAJOBS Resume

You can create or upload resumes and store up to 5 different ones to use to apply to Federal Job Opportunity Announcements. Make one resume searchable to allow agencies to find you.

- Go to www.USAJOBS.gov and select "Sign In" located in the upper-right hand corner.
- Log in using your username (email address) and password, and then select "I Agree, Sign Me In."
- Select "Build New Resume" or "Upload Resume" and follow the instructions.

Applying for a Job

Search and review the "Search Results pages," decide which jobs you are interested in, read the job opportunity announcement (job posting), make sure you are eligible to apply, and follow the instructions under "How to Apply."

- There you will find a list of any additional forms required and a contact name and phone number at the hiring agency.
- Use this contact information to ask questions about the vacancy.

Plan ahead and take time to carefully prepare your application.

You can apply for most jobs using your USAJOBS online resume. Each agency has different requirements and application procedures.

- When you find a position that you would like to apply for, select "Apply Online," located to the right of the job opportunity announcement.
- Log into your USAJOBS account, if not already logged in. Select one of your stored resumes and any other required forms (e.g., college transcripts, DD-214) and submit for the vacancy.

USAJOBS will then reroute you to the Talent Acquisition System (application website) used by the hiring agency where you will complete the rest of the application process.

- Some Talent Acquisition Systems (application websites) may require you to create an account on their site.
- Complete the biographical data pages.
- Complete the Assessment Questionnaire*.
- After completing the Assessment Questionnaire, follow the prompts to submit answers, and view/print answers.

**The Assessment Questionnaire collects information about your experience, education, knowledge, and skills to determine your qualifications for the position.*

UNDERSTANDING THE *JOB* ANNOUNCEMENT



★ *Job announcements provide information for potential applicants about positions being advertised. While they might look different from Federal agency to Federal agency, the content should be similar **Vacancy Announcements**:*

POSITION TITLE – provides the official position title for the position being advertised. Some jobs being advertised may show more than one position title. These jobs are what we consider to be interdisciplinary in nature. For example, if the position title is shown as Agricultural/Mechanical Engineer, we are seeking candidates from either of these occupational fields. Sometimes similar positions can have different position titles so it's important that you also read the duty statements and qualification requirements in vacancy announcements.

SERIES AND GRADE – provides information on the occupational series used in the Federal Government for positions and the grade level that has been *assigned* to the position. **All positions** in the Federal Government have a position title and a four-digit occupational series number. All similar positions are grouped according to their occupational series. For example, all secretary positions are in the 0318 occupational series, all chemist positions are in the 1320 occupational series. Therefore, as you start looking for possible positions in the Federal Government you should pay close attention to the position title and occupational series of positions you are interested in and look for other positions in these occupational series.

SALARY RANGE – provides the range of salaries for the grades of the position being advertised. For example, if the position is announced as GS-11/12, you will see the salary range for both the GS-11 and GS-12 grade level.

PROMOTION POTENTIAL – indicates the highest-grade level for the position being advertised. Employees competing for jobs with promotion potential may be promoted to the higher levels without having to compete for promotions. Promotions are not entitlements; employees must be performing at the next higher grade level to earn a promotion to that level.

TYPE OF APPOINTMENT – indicates whether the position is permanent or temporary and whether it is full-time or part-time.

LOCATION OF POSITION – provides the name of the location, the city and state where the position is located.

USDA is an equal opportunity provider, employer, and lender.



ANNOUNCEMENT NUMBER – provides the announcement number for the position being advertised. Each position has a different announcement number. You should always indicate the announcement number on the application you are submitting and on any documents submitted separately from your application so that the documents can be matched to the correct case file.

OPENING AND CLOSING DATES – provides the opening and closing dates for the announcement. The vacancy announcement will indicate whether the application must be to the contact person by the closing date or if postmarked applications will be accepted. You should pay close attention to the closing date – if your application is late you will probably be excluded from consideration.

AREA OF CONSIDERATION – indicates the area from which applications will be accepted. For example, if the area of consideration is:

ALL U.S. CITIZENS – all U.S. citizens are eligible to apply.

ALL U.S. CITIZENS in the Local Commuting Area – only those U.S. citizens within the particular commuting area would be considered.

STATUS APPLICANTS ONLY (in the local commuting area or nationwide) – only current Federal employees (in the local commuting area or nationwide) may apply.

Forest Service Employees Only – only current FS employees may apply.

DUTIES – describes the main duties and responsibilities for the position being advertised.

QUALIFICATIONS – describes the main qualification requirements for the position being advertised. In this section you'll find information about education and experience requirements. You will see KSAs (knowledge, skills, and abilities) expressed in this section in terms of "Specialized Experience" and in some instances as "Selective Factors."

APPLICATION INFORMATION – lists what must be included in your application package for you to be eligible for consideration. Failure to submit required information may result in your not being considered for a position.

OTHER IMPORTANT INFORMATION – provides other information related to the application process and Federal hiring rules and regulations.

CONTACT INFORMATION – provides information on where and how your application can be submitted. Also provides contact information that can be used if you have a question about the position or your application.

QUALIFICATION REQUIREMENTS

The Office of Personnel Management (OPM) is responsible for establishing basic qualification requirements for every occupation in the Federal Government. Your experience and education are evaluated against the qualification standards to determine whether you are qualified for positions. The qualification standards identify the level of education and/or experience required for an applicant to meet the minimum qualification requirements of the occupation. Some qualification standards have a "positive education" requirement, which is shown in a degree required or a specified number of course hours, that must be met.

Your experience and education are evaluated to determine whether you are "basically qualified," "highly qualified," or not qualified for a position or occupation.



USDA Agencies Career Grid

Office of Human Resource Management - Diversity, Recruitment, and Work/Life Division
Career Opportunities for Students and Recent Graduates

This career grid provides applicants with specific point of reference to agencies career fields.

Management	Series	FSA	FAS	RMA	FNS	FSIS	AMS	APHIS	GIPSA	FS	NRCS	ARS	ERS	NASS	NIFA	RBS	RHS	RUS	OHRM	OIG	NFC
Accounting/Auditing	0525/0511	*	*		*	*	*	*	*	*	*	*						*	*		*
	Budget	*	*		*	*	*	*	*	*	*	*							*		*
	Contracting/Procurement	*			*		*	*		*	*	*					*		*		*
Criminal Justice	1811					*	*	*		*	*	*					*		*		
	Equal Opportunity	*	*	*	*	*	*	*	*	*	*	*							*		*
Management/Program Analysis	0343	*	*	*	*	*	*	*	*	*	*	*							*		*
	0299/0201	*			*	*	*	*	*	*	*	*							*		*
Human Resources	0203	*			*	*	*	*	*	*	*	*							*		*
	1035	*	*	*	*	*	*	*	*	*	*	*							*		*
Public Affairs																					
Agribusiness and Industry																					
Agricultural Business	1146	*		*			*	*	*	*	*	*									
	1980/1981	*					*	*	*	*	*	*									
Agricultural Commodities																					
Crop Insurance Administration	1611			*																	
Economics	0110	*	*	*			*	*	*	*	*	*					*				
Agricultural Management	1145	*					*	*	*	*	*	*									
Agricultural Marketing	1146	*	*				*	*	*	*	*	*									
Food Program Management	1863				*											*					
International Trade Economics	1140	*	*				*	*	*	*	*	*									
Loan Management/Finance	1165/0599															*	*	*		*	
Science and Technology																					
Agronomy	0471						*	*	*	*	*	*									
Animal Science	0704						*	*	*	*	*	*			*						
Archaeology	0193/0199								*												
Biological Science	0499/0404				*	*	*	*	*	*	*	*			*						
	0401/0482				*	*	*	*	*	*	*	*									
Chemistry	1320					*	*	*	*	*	*	*									
IT/Computer Sciences	1550/0334	*			*	*	*	*	*	*	*	*			*		*	*	*	*	*
	2210				*	*	*	*	*	*	*	*									
Engineering/Architecture	0801/0810					*	*	*	*	*	*	*						*			
	0854/0890/0899						*	*	*	*	*	*									
Food Inspection/Public Health	1863/1850					*															
	0685				*	*	*	*	*	*	*	*									
Food Technology	1382				*	*	*	*	*	*	*	*			*						
Forestry	0460/0462																				
Geology/Hydrology	1350/1316									*	*	*			*						
Landscape Architecture	0807								*	*	*	*									
Mathematics/Statistics	1599/1530								*	*	*	*			*						
	1531																				
Nutrition	0630				*																
Plant Pathology/Physiology	0434/0435						*	*	*	*	*	*			*						
	0457						*	*	*	*	*	*			*						
Soil Sciences/Conservation	0458/0457						*	*	*	*	*	*			*						
	0470						*	*	*	*	*	*			*						
Veterinary Medicine	0799					*	*	*	*	*	*	*			*						
Wildlife Biology	0486						*	*	*	*	*	*			*						

To apply for internship opportunities: <http://www.studentapplication.usda.gov>
For questions regarding internship opportunities: USDA.internships@dm.usda.gov

//AGENCY CAREER GRID

Mission Area Acronyms
Farm and Foreign Agricultural Services (FFAS)
FSA – Farm Service Agency
FAS – Foreign Agricultural Service
RMA – Risk Management Agency
Food, Nutrition, and Consumer Services (FNCS)
FNS – Food and Nutrition Inspection
Food Safety (FS)
FSIS – Food Safety and Inspection Service
Marketing and Regulatory Programs (MRP)
AMS – Agricultural Marketing Service
APHIS – Animal and Plant Health Inspection Service
GIPSA – Grain Inspection, Packers and Stockyards Administration
Natural Resources and Environment NRE)
FS – Forest Service
NRCS – Natural Resources Conservation Service
Research, Education and Economics (REE)
ARS – Agricultural Research Service
ERS – Economic Research Service
NASS – National Agricultural Statistics Service
NIFA – National Institute of Food and Agriculture
Rural Development (RD)
RBS – Rural Business Cooperative
RHS – Rural Housing Services
RUS – Rural Utilities Services
Departmental Management (DM)
OHRM – Office of Human Resource Management
OAO – Office of Advocacy and Outreach
OCIO – Office of Chief Information Officer
OCFO – Office of Chief Financial Officer
OGC – Office of the General Counsel
NFC – National Finance Center
OIG – Office of Inspector General

Revised on 12/18/2012



To help you choose the right career field, we have prepared the following table that groups Federal jobs that are often filled by college graduates with appropriate academic majors. As you study the table, please keep these facts in mind: (1) The jobs listed under each major are usually examples, not an all-inclusive list. (2) Many jobs do not require a college degree; job-related experience is just as good. And (3), you can qualify for a large number of administrative jobs with a degree in any academic major. To illustrate this third point, we are leading off the table with a list of some of the most popular jobs for which any major is qualifying.

ANY MAJOR

Environmental Protection, 0029, 0028
Civil Rights Analyst, 0160
Personnel occupations, 0201, 0203, 0299
Administrative Officer, 0341
Management Analyst, 0343
Logistics Management, 0346
Paralegal Specialist, 0950
Contact Representative, 0962
Claims Examining, 0998
Public Affairs, 1035
Writing and Editing, 1082
Internal Revenue Officer, 1169
Contract Administration, 1102
General Investigator, 1810
Air Traffic Controller, 2152
Supply Management, 2003, 2099

ACCOUNTING

Accountants, 0525
Auditors, 0511
Contract Specialists, 1102
Financial Managers, 0505
Financial Administrators, 0501
Financial Institution Examiners, 570
Intelligence Specialists, 0132
Internal Revenue Agents, 0512
GAO Evaluators, 0347

AGRICULTURE

Soil Conservationists, 0457, 0458
Agricultural Commodity Graders, 1980
Agricultural Engineers
Agricultural Mgmt. Spec.
Agricultural Program Spec.
Agricultural Market Reporters, 1147
Agricultural Marketing Spec., 1146
Foreign Agriculture Affairs Specialists, 0135
Soil Scientists, 0470

AGRONOMY

Agronomists, 0471
Agricultural Mgmt. Spec.
Soil Conservationists, 0457
Soil Scientists, 0470

ANTHROPOLOGY

Anthropologists
Museum Curators, 1015
Museum Specialists, 1016
Program Analysts, 0343
Management Analysts, 0343

ARCHEOLOGY

Archaeologists, 0193
Museum Curators, 1015
Museum Specialists, 1016
ARCHITECTURE
Architects, 0808
Construction Analysts
Construction Control Inspec.
Landscape Architects, 0807
Naval Architects, 0871
Program Analysts, 0343, 0344

ARTS, FINE AND APPLIED

Arts Specialists, 1056
Audio-Visual Production Specialists, 1071
Recreation and Creative Arts Therapists, 0638
Exhibits Specialists, 1010
General Arts and Information Specialists, 1001
Illustrators, 1020
Photographers, 1060
Visual Information Specialists, 1084

ASTRONOMY

Astronomers and Space Scientists, 1330
Geodesists, 1372, 1374
AVIATION
Air Safety Investigators, 1815
Air Traffic Controllers, 2152
Aircraft Operators, 2181
Aviation Safety Inspectors, 1815, 1825
Air Navigators, 2183
Aircraft Technicians, 2185

BIOLOGY

General Biological Scientists, 0401
Entomologists, 0414
Fishery Biologists, 0482
Microbiologists, 0403
Range Conservationists, 0454
Wildlife Biologists, 0486
Zoologists, 0410
GAO Evaluator, 0347

BOTANY

Agronomists, 0471
Botanists, 0430
Forestry Technicians, 0462
Geneticists, 0440
Horticulturists, 0437
Plant Pathologists, 0434
Plant Physiologists, 0435
Plant Protection & Quarantine Specialists, 0436

Range Conservationists, 0454

BUSINESS

Budget Analysts, 0560
Business and Industry Spec., 1101, 1199
Commissary Store Managers, 1144
Import Specialists, 1889
Internal Revenue Officers, 1169
Miscellaneous Administrative and Programs Specialists, 301
Quality Assurance Specialists, 1910
Trade Specialists, 1140
Contract Specialists, 1102
GAO Evaluators, 0347

CARTOGRAPHY

Cartographers, 1370
Cartographic Technicians, 1371
Geodetic Technicians, 1374

CHEMISTRY

Chemical Engineers, 0893
Chemists, 1320
Consumer Safety Officers, 0696
Environmental Engineers, 0819
Food Technologists, 1382
Health Physicists, 1306
Intelligence Specialists, 0132
Toxicologists, 0648
GAO Evaluators, 0347

COMMUNICATIONS

Telecommunications Managers, 0391
Communications Specialists, 0394?
Public Affairs Specialists, 1035
Technical Writers and Editors, 1083
Writers and Editors, 1082

COMPUTER SCIENCE

Computer Science Specialists, 1550
Computer Specialists, 0334
Program Managers, 0340
Management Analysts, 0343
Computer Programmers, 1550

CORRECTIONS

Correctional Institution Administrators, 0006
Correctional Officers, 0007
Program Analysts, 0340

COUNSELING

Chaplains, 0060



Educ. and Vocational Training Specialists, 1710
Personnel Specialists, 0203, 0201
Psychologists, 0180
Psychology Aids and Technicians, 0181
Social Service Aids and Assistants, 0186
Social Service Reps., 0187
Vocational Rehab Spec., 1715
Equal Opport. Compliance Specialists, 0360
Educational Services Specialists, 1740

CRIMINAL JUSTICE/LAW ENFORCEMENT

Border Patrol Agents, 1896
Criminal Investigators, 1811
Game Law Enfc. Agents, 1812
Internal Revenue Officers, 1169
Police Officers, 0083
United States Marshals, 0082
GAO Evaluators, 0347

DIETETICS AND NUTRITION

Dietitians, 0630
Food Technologists, 1382
Nutritionists, 0630

ECONOMICS

Actuaries, 1510
Budget Analysts, 0560
Contract Specialists, 1102
Economists, 0110
Financial Analysts, 1160
Financial Instit. Examiners, 0570
Loan Specialists, 1165
Trade Specialists, 1140
Transportation Industrial Analysts, 2110
GAO Evaluators, 0347

EDUCATION

Education and Training Specialists, 1701
Educ. and Vocational Training Specialists, 1710
Vocational Rehab. Specialists, 1715
Educational Program Specialists, 1720
Employee Dev. Specialists, 0235
Public Health Educators, 1725
Training Instructors, 1712
Instructional Systems Specialists, 1750
Educational Services Specialists, 1740

ELECTRONICS TECHNOLOGY

Communications Specialists, 0394, 2508
Electronics Technicians, 0856
Patent Examiners, 1224
Electronics Mechanics, 2604
EMPLOYEE/LABOR RELATIONS
Contractor Industrial Rel. Specialists, 0246
Employee Relations Specialists, 0230

Hearing and Appeals Specialists, 0930
Labor Management Relations Examiners, 0244
Labor Relations Specialists, 0233
Mediators, 0241
Salary and Wage Admin., 0223
Workers Compensation Claims Examiners, 0991

ENGINEERING (ANY SPECIALTY)

General Engineers, 0801
Civil Engineers, 0810
Mechanical Engineers, 0830
Electrical Engineers, 0850
Electronics Engineers, 0855
Aerospace Engineers, 0861
Industrial Engineers, 0896
Nuclear Engineers, 0840
Computer Engineers, 0854
Biomedical Engineers, 0858
(11 other Engineering fields)

ENGLISH AND LITERATURE

Editorial Assistants, 1087
Printing Specialists, 1654
Public Affairs Specialists, 1035
Technical Writers and Editors, 1083
Writers and Editors, 1082
Misc. Admin. and Programs Specialists, 0301
Program Analysts, 0343
Program Managers, 0340
Management Analysts, 0343

ENVIRONMENTAL STUDIES

Ecologists, 0408
Environmental Health Technicians, 0698
Environmental Protection Assistants, 0029
Environmental Protection Specialists, 0028
Gen. Fish and Wildlife Administrators, 0480
Fish and Wildlife Refuge Management
Misc. Admin. and Programs Specialists, 0301
Toxicologists, 0415
GAO Evaluators, 0347

EPIDEMIOLOGY

Environmental Health Technicians, 0698
Gen. Health Scientists, 0601
Industrial Hygienists, 0690
Microbiologists, 0403

FINANCE

Appraisers and Assessors, 1171
Budget Analysts, 0560
Financial Administrators, 0501
Financial Analysts, 1160
Financial Institution Examiners, 0570
Securities Compliance Examiners, 1831

Tax Examiners, 0592
Trade Specialists, 1140

FISH, GAME, AND WILDLIFE MANAGEMENT

Gen. Fish and Wildlife Administrators, 0480
Fish and Wildlife Refuge Management
Fishery Biologists, 0482
Game Law Enforcement Agents, 1812
Soil Conservationists, 0457
Wildlife Biologists, 0486
Wildlife Rescue Managers, 0485
General Biological Scientists, 0401

FOOD TECHNOLOGY AND SAFETY

Consumer Safety Inspectors, 1862
Consumer Safety Officers, 0696
Dietitian and Nutritionists, 0630
Food Assistance Program Specialists, 1382
Food Technologists, 1382
Toxicologists, 0415

FOREIGN LANGUAGE

Air Safety Investigators, 1815
Border Patrol Agents, 1896
Customs Inspectors, 1890
Language Specialists, 1040
Equal Employment Opport. Specialists, 0260
Foreign Affairs Specialists, 0130
Foreign Agricult. Affairs Specialists, 0135
Intelligence Specialists, 0132

FORESTRY

Foresters, 0460
Soil Conservationists, 0457
Management Analysts, 0343
Program Analysts, 0343
Gen. Fish and Wildlife Administrators, 0480
Fish and Wildlife Refuge Management,

GEOGRAPHY

Cartographers, 1370, 1371
Geographers, 0150

GEOLOGY

Geodesists, 1372
Geologists, 1350
Hydrologists, 1315
Oceanographers, 1360
Gen. Physical Scientists, 1301
GEOPHYSICS
Geophysicists, 1313
Gen. Physical Scientists, 1301



HEALTH

Environmental Health Technicians, 0698
Gen. Health Scientists, 0601
Health Physicists, 1306
Health System Admin., 0670
Health System Spec., 0671
Industrial Hygienists, 0690
Public Health Programs Specialists, 0685
Safety & Occup. Health Management Specialists, 0018

HISTORY

Archives Technicians, 1421
Archivists, 1420
Exhibits Specialists, 1010
Historians, 0170
Intelligence Specialists, 0132, 0134
Museum Curators, 1015
Misc. Admin. and Programs Specialists, 0301
Management Analysts, 0343
Program Analysts, 0343

HOME ECONOMICS

Consumer Safety Officers, 0696
Food Technologists, 1382

HORTICULTURE

Agricultural Mgt. Spec., 1146
Gen. Biological Scientists, 0401
Horticulturists, 0437
Plant Protect. and Quarant. Specialists, 0436
Plant Physiologists, 0435

HOSPITAL ADMIN.

Administrative Officers, 0341
Health System Administrators, 0670
Health System Specialists, 0671
Hospital Housekeepers, 0673
Gen. Health Scientists, 0601
Public Health Programs Specialists, 0685
Misc. Admin. & Programs Specialists, 0301

HUMAN RESOURCE MGT.

Apprenticeship & Training Representatives, 0243
Employee Dev. Specialists
Equal Employment Opport. Specialists, 0360, 0361
Military Pers. Mgt. Spec., 0545
Personnel Management Spec., 0201, 0203
Personnel Staffing Spec., 0201, 0203
Position Classification Specialists, 0201, 0203

HYDROLOGY

Environmental Engineers, 0819
Environmental Protection Specialists, 0028

Hydrologists, 1315
Gen. Fish and Wildlife Administrators, 0480
Fish and Wildlife Refuge Management, 0480
Program Analysts, 0343

INDUSTRIAL MANAGEMENT

Business and Ind. Specialists, 1101, 1199
Equipment Specialists, 1670
Industrial Hygienists, 0690
Industrial Property Managers, 1103
Industrial Specialists, 1150
Management Analysts, 0343
Production Controllers, 1152
Program Analysts, 0343
Property Disposal Specialists, 1104
Quality Assurance Specialists, 1910
INSURANCE
Crop Insurance Administrators, 1611
Social Insurance Admin., 0105
Social Insurance Claims Examiner
Unemployment Insurance Specialists, 0106
Misc. Admin. and Programs Specialists, 0301
Program Analysts, 0343

INTERNATIONAL RELATIONS

Foreign Affairs Specialists, 0130
Foreign Agricult. Affairs Specialists, 0135
Intelligence Specialists, 0132, 0134
Language Specialists, 1040
Public Affairs Specialists, 1035
Trade Specialists, 1140
International Relations Workers, 0131

JOURNALISM

Agricult. Market Reporters, 1147
Printing Specialists, 1654, 0351
Public Affairs Specialists, 1035
Writers and Editors, 1082
Technical Writers and Editors, 1083
Program Analysts, 0343

LAW

Administrative Law Judges, 0935
Attorneys, 0905
Hearing and Appeals Specialists, 0930
Legal Instruments Examiners, 0963
Paralegal Specialists, 0950
Patent Attorneys, 1222
Tax Law Specialists, 0987
GAO Evaluators, 0347

LAW ENFORCEMENT

Alcohol, Tobacco, & Firearms Inspectors, 1854
Border Patrol Agents, 1896
Criminal Investigators, 1811

Customs Inspectors, 1890
Game Law Enforcement Agents, 1812
Immigration Inspectors, 1816
Inspec., Invest. & Compliance Specialists, 1801
Police Officers, 0083
United States Marshals, 0082

LIBERAL ARTS/ HUMANITIES

Contact Representatives, 0962
Customs Inspectors, 1890
Equal Opportunity Compliance Spec., 0360
Management Analysts, 0343
Pers. Management Spec., 0201
Program Analysts, 0343
Social Insurance Claims Examiners, 0105?
Veterans Claims Exam., 0996
Educ. Services Spec., 1740
LIBRARY SCIENCE
Librarians, 1410
Library Technicians, 1411
Medical Record Librarians, 0669, 0675
Technical Info. Services, 1412
MGT. INFO. SYSTEMS
Computer Science Specialists, 1550
Computer Specialists, 0334
Financial Managers, 0505
Logistics Mgt. Specialists, 0346
Management Analysts, 0343
Misc. Admin. and Programs Specialists, 0301
Operations Research Analysts, 1515
Program Analysts, 0343
Program Managers, 0340

MANAGEMENT, FACILITIES

Commissary Store Managers, 1144
Correctional Institution Administrators, 0006
Distrib. Facility and Storage Managers, 2030
Equipment Specialists, 1670
Facility Managers, 1640
Gen. Facilities and Equip. Manager, 1601
Housing Managers, 1173
Industrial Property Managers, 1103
Production Controllers, 1152

MANAGEMENT

Administrative Officers, 0341
Logistics Mgt. Specialists, 0346
Management Analysts, 0343
Manpower Dev. Specialists, 0142
Misc. Admin. and Program Specialists, 0301



Program Analysts, 0343
Support Svcs. Administrators, 0342
MARKETING
Agric. Marketing Specialists, 1146
Bond Sales Promotion Representatives, 0011
Contract Specialists, 1102
Inventory Mgt. Specialists, 2010
Packaging Specialists, 2032
Property Disposal Spec., 1104
Supply Specialists, 2001, 2003
Trade Specialists, 1141
Business and Industry Specialists, 1101, 1199

MATHEMATICS

Actuaries, 1510
Cartographers, 1370
Computer Science Specialists, 1550
Mathematical Statisticians, 1529
Mathematicians, 1520
Operations Research Analysts, 1515
Statisticians, 1530
MEDICAL SUPPORT
Diagnostic Radiological Technicians, 0647?
Medical Instrument Technicians, 0649
Medical Record Technicians, 0675
Medical Technicians, 0645
Nuclear Medicine Technicians, 0642
Pathology Technicians, 0646
Therapeutic Radiological Technicians, 0648?

METEOROLOGY

Meteorologists, 1340
Gen. Physical Scientists, 1301, 1311, 1399
NATURAL RESOURCE MANAGEMENT
Fish and Wildlife Admin., 0480
Gen. Biological Scientists, 0401
Program Analysts, 0343
Wildlife Biologists, 0486
Wildlife Refuge Management, 0485
NURSING
Nurses, 0610
Physician's Assistants, 0603

PARK AND RECREATION MANAGEMENT

Foresters, 0460
Outdoor Recreation Planners, 0023
Park Rangers, 0025
Recreation Specialists, 0188
Rec. and Creative Arts Therapists, 0638
Management Analysts, 0343
PHARMACY
Consumer Safety Inspectors, 1862
Consumer Safety Officers, 0696
Pharmacists, 0660
Pharmacologists, 0405

PHYSICAL EDUCATION

Corrective Therapists, 0635
Outdoor Recreation Planners, 0023
Rec. and Creative Arts Therapists, 0638
Recreation Specialists, 0188
Recreation Aids & Assistants, 0189
Sports Specialists, 0030
Program Analysts, 0343
PHYSICAL SCIENCE
Gen. Physical Scientists, 1301
Metallurgists, 1321
Physicists, 1310

PHYSICS

Astronomers and Space Scientists, 1330
Geodesists, 1372
Geophysicists, 1313
Health Physicists, 1306
Hydrologists, 1315, 1316
Oceanographers, 1360
Patent Examiners, 1224
Physicists, 1310
Gen. Physical Scientists, 1301

COMMUNITY OR CITY PLANNING

Community Planners, 0020
Realtors, 1170

POLITICAL SCIENCE/GOVT

Archivists, 1420
Budget Analysts, 0560
Historians, 0170
Foreign Affairs Specialists, 0130
Misc. Admin. and Programs Specialists, 0301
Program Analysts, 0343
Public Affairs Specialists, 1035
Social Scientists, 0101
GAO Evaluators, 0347

PSYCHOLOGY

Rec. and Creative Arts Therapists, 0638
Employee Dev. Specialists, 0235
Personnel Management Spec., 0201
Psychologists, 0180
Personnel Staffing Spec., 0212
Position Class. Specialists, 0221
Educational Svcs. Specialists, 1740
GAO Evaluators, 0347

PUBLIC HEALTH

Environmental Health Technicians, 0698
Food Assistance Program Specialists, 1382?
Food Inspectors, 1863
Health System Administrators, 0670
Health System Specialists, 0671
Industrial Hygienists, 0690

Public Health Programs Specialists, 0685
Public Health Educators, 1725
Social Insurance Admin., 0105
Veterans Claims Examiners, 0996

PUBLIC ADMIN.

Budget Analysts, 0560
Employee Dev. Specialists, 0235
Employee Relations Specialists, 0230
Housing Managers, 1173
Management Analysts, 0343
Manpower Dev. Specialists, 0142
Misc. Admin and Programs Specialists, 0301
Program Analysts, 0343
Public Utilities Spec., 1130
GAO Evaluators, 0347

PUBLIC RELATIONS

Contact Representatives, 0962
Foreign Affairs Specialists, 0130
Foreign Agric. Affairs Specialists, 0135
Public Affairs Specialists, 1035

PURCHASING

Commissary Store Managers, 1144
Contract Specialists, 1102
Purchasing Specialists, 1105
Business and Industry Specialists, 1101, 1199

REAL ESTATE

Building Managers, 1176
Housing Managers, 1173
Realtors, 1170
Business and Industry Specialists, 1101
Contract Specialists, 1102

REHABILITATION THERAPY

Corrective Therapists, 0635
Manual Arts Therapists, 0637
Occupational Therapists, 0631
Physical Therapists, 0633
Prosthetic Reps., 0672
Rehabilitation Therapy Assistants, 0636

SOCIAL WORK

Food Assistance Program Specialists, 1382
Psychology Aids and Technicians, 0181
Social Science Aids and Technicians, 0102
Social Scientists, 0101
Social Service Aids and Assistants, 0186
Social Service Reps., 0187
Social Workers, 0185
Recreation Specialists, 0188



SOCIOLOGY

Social Science Aids and Technicians, 0102
Social Scientists, 0101
Social Service Aids and Assistants, 0186
Social Service Reps., 0187
Program Analysts, 0343
Sociologists, 0184
GAO Evaluators, 0347

STATISTICS

Actuaries, 1510
Computer Science Spec., 1550
Mathematical Statisticians, 1529
Operations Research Analysts, 1515
Program Analysts, 0343
Statisticians, 1530
Transportation Industry Analysts, 2110

SURVEYING

Geodesists, 1372
Land Surveyors, 1373

SYSTEMS ANALYSIS

Computer Science Specialists, 1550
Computer Specialists, 0334
Misc. Administrative and Programs Specialists, 0301
Management Analysts, 0343
Program Analysts, 0343

THEOLOGY

Chaplains, 0060
Social Workers, 0185
Program Analysts, 0343

TRANSPORTATION

Cargo Schedulers, 2144
Highway Safety Specialists, 2125
Marine Cargo Specialists, 2161
Traffic Mgt. Specialists, 2130
Transportation Industry Analysts, 2110
Transportation Loss/Damage Claims Examiners, 2135
Transportation Operators, 2150
Transportation Specialists, 2101
Travel Assistants,?

ZOOLOGY

Animal Scientists, 0487
Zoologists, 0410
Physiologists, 0413

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A History of LGBT Inclusion in the federal government and at the U.S. Department of Agriculture

Sexual orientation and gender identity are workplace issues because historically, there were federal policies in place that allowed for the investigation and dismissal of LGBT employees. Many of us learned about the Red Scare and the McCarthy Witch Hunts to purge communists from the federal government in the 1950's. What many folks do not know is that during this same time, a parallel hunt was occurring to remove LGBT federal employees; this is known as the Lavender Scare. President Eisenhower issued Executive Order 10450 in 1953. It charged the heads of federal agencies and the Office of Personnel Management, supported by the Federal Bureau of Investigation, with investigating federal employees to determine whether they posed security risks. It expanded the definitions and conditions used to make such determinations. Previously, the criteria used to define a security risk were largely political, that is, affiliation with suspect organizations or a clear demonstration of disloyalty. Executive Order 10450 added more general estimations of character, stability, and reliability. Its language was broad: ***"Any criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct, habitual use of intoxicants to excess, drug addiction, or sexual perversion"*** was grounds for investigation and dismissal.

Since the Lavender Scare of the 1950's and 1960's, federal law has progressed to allow for protections against discrimination based on sexual orientation and gender identity. Executive Order 10450 remained in effect until 1995 when President Bill Clinton removed sexual orientation as a security clearance issue with Executive Order 12968. In 1998, President Clinton issued Presidential Executive Order 13087 to provide for a uniform policy for the federal government to prohibit discrimination based on sexual orientation. **It is now the policy of the Federal Government to provide equal employment opportunity to all individuals.**

There are a number of administrative and legal protections available to federal workers who believe they have been discriminated against because of their sexual orientation or gender identity, including Title VII of the Civil Rights Act of 1964, Civil Service Reform Act of 1978 and several executive orders.

In April of 1993, Secretary of Agriculture Mike Espy issued the Department of Agriculture's (USDA) Civil Rights Policy Statement which specifically prohibited discrimination and harassment based on sexual orientation for the first time. That same year, a Departmental Task Force was formed to develop recommendations to implement the Secretary's policy regarding sexual orientation. This was 2 years before President Clinton's Executive Order on sexual orientation in security clearances (EO-12968) and five years before the federal government's nondiscrimination policy (EO-13087). **Clearly, USDA has been a leader in creating an inclusive federal workplace.**



In July 1999, USDA announced the formation of the Second USDA Task Force on Sexual Orientation. The Task Force found: **"If the Department fully implements its sexual orientation nondiscrimination and diversity policy, USDA stands to gain greater openness, job satisfaction, and retention among its workforce; increased productivity and customer service; and the prevention of costly complaints.** We have estimated the potential savings that could be realized by the Department through this course of action to be **approximately \$23 million annually.**" And that was \$23 million in the year 2000.

In the fall of 2000, the Agriculture Secretary's Advisory Council on sexual orientation was established: Gay & Lesbian Employee Advisory Council (GLEAC). It advised USDA leadership on issues affecting LGBT employees, assisted in the implementation of Departmental policies, and developed and delivered training addressing sexual orientation nondiscrimination.

In June 2009, Secretary of Agriculture Tom Vilsack signed Departmental Regulation 4230-002 creating a Special Emphasis Program for LGBT employees. This effectively replaced the GLEAC. In 2011, gender identity and expression were added to the Civil Rights Policy Statement. **Today there are close to 100 LGBT special emphasis program managers across 17 agencies in the Department who work for the recruitment, retention, and engagement of LGBT employees, customers and applicants.**

Every year USDA and NRCS's Civil Rights Policy Statements are reissued by the Secretary of Agriculture and the NRCS Chief. Our Civil Rights Policy now specifically states, "It is NRCS' policy to treat all customers and employees equitably regardless of race, color, national origin, sex (including gender identity and expression), religion, age, disability, political beliefs, sexual orientation, marital or familial status, parental status, and protected genetic information..."

USDA is an equal opportunity provider, employer, and lender.



Questions to consider when evaluating potential employers

The list of questions below is provided to help applicants who identify as lesbian, gay, bisexual or transgender (LGBT) evaluate potential employers and their commitment to an inclusive and accepting work environment.

1. Does the organization have a civil rights policy or anti-harassment policy? Are sexual orientation and gender identity included as protected from discrimination and harassment?
2. Is there a recruiting and retention plan for the LGBT community?
3. Does the organization have an LGBT employee resource group or special emphasis program?
4. Is training provided to employees on understanding sexual orientation and gender identity in the workplace?
5. Are LGBT employees out in the workforce? If so, are they visible at all levels? For example, members of leadership and management, as well as field or local staff feel comfortable in being out in the workplace.
6. How does the organization's leadership demonstrate for support for LGBT employees? Some examples might be including positive examples of LGBT people in outreach materials, participation in the "It Gets Better" campaign, recognition of LGBT Pride month with office activities, participation in local Pride festivals and parades.
7. Are health insurance benefits offered to all employees, their spouses, and children, regardless of sexual orientation or gender identity?
8. Is leave (paid or unpaid) offered equally to employees regardless of sexual orientation or gender identity? For example, leave can be used to attend routine family medical appointments for children and spouses, school and early childhood educational activities, and elderly relatives' health or care needs.
9. If employee assistance programs are offered that provide free short term counseling for employees and their families, are they also offered to same sex domestic partners and their children? Is the employee assistance program trained in addressing issues regarding sexual orientation and gender identity?

For more information on employment opportunities with the federal government, please visit:
<http://www.usajobs.gov/>

For more information about the Natural Resources Conservation Services, please visit:
<http://www.nrcs.usda.gov/>